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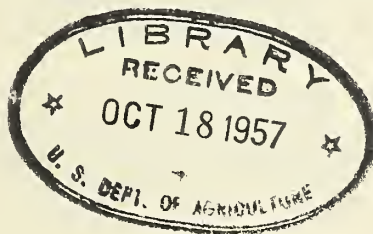
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RESPONSIBILITIES
DIVISION OF AGRICULTURAL PROGRAMS
FEDERAL
EXTENSION SERVICE
USDA

- I. Organization, Extension Relationships
- II. Responsibilities to State Extension Services
 - a. To Subject Matter Specialists in Agriculture and Related Fields.
 - b. To Directors, Leaders, and Supervisors of County Agricultural Agents on Overall Agricultural Extension Program Leadership.
- III. Responsibilities Within USDA and With Other Departments of Federal Government
- IV. Responsibilities with Regional and National Organizations of Agricultural Producers
- V. Responsibilities with Regional and National Organizations and Industries Concerned with Agricultural Production
- VI. Responsibilities with Professional Scientific Societies



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II. RESPONSIBILITIES TO STATE EXTENSION SERVICES.

a. Responsibilities to Subject Matter Specialists in agricultural production and related fields.

1. Assist specialists to increase their effectiveness and to maintain positions of leadership through, (1) their preparation of comprehensive, long-time extension programs in the field of their extension responsibility; (2) their development and execution of annual plans of work based on their program projection; and (3) their assistance to county extension workers and local leaders in developing and carrying out comprehensive program projections based on their broad basic objectives and problems.
2. Facilitate acquisition and use by specialists of facts - technical, economic, social, trends, etc. - which affect the subject matter areas for which they are responsible. Of growing importance in many subject matter areas are federal regulations. Prompt notification of new or changed regulations and their effects on producers and processors are essential to the economic well-being of those groups.
3. Serve as liaison between State counterparts and groups or individuals who have related interests but which cover more than a single State.
4. Develop new ideas and encourage experimentation with new teaching methods, materials and techniques; and suggest ideas that have proved successful.
5. Assist in identifying and developing solutions to problems of local, regional, or national importance and to whose solutions Extension can and should contribute.
6. Assume leadership in (1) identification of interstate problems affecting extension programs, and (2) pooling extension and other resources to solve them.
7. Contribute to an understanding by State counterparts, of (1) the objectives of broad extension activities (i.e., Farm and Home Development), (2) the contribution which the counterparts can make, and (3) how to do so.
8. (a) Review and recommend concerning FES approval of:
 - (1) project agreements, and
 - (2) annual plans of work.
- (b) Review annual reports - cite for budget purposes teaching methods.
9. Assist State counterparts to evaluate their contribution to State and local extension programs, and offer constructive suggestions on methods of improving effectiveness and coordination in overall extension programs.

II. b.

1. Contribute to improved leadership, guidance, and training of county agricultural agents with: (a) the procedures and techniques of involving local men, women, and youth in the development of comprehensive, long-time program projection which establishes their objectives and identifies the problems involved; (b) the development and execution of annual extension plans of work based on these program projections; (c) the use of all teaching methods which may assist local people to achieve their major objectives; (d) the application of the findings of extension studies and other pertinent research on educational methods; (e) the incorporation, as quickly as possible, of new and pertinent research findings in the body of subject matter being taught; and (f) the evaluation of plans developed and methods used, in order to increase personal effectiveness.
2. Assist in identifying supervisory and program operational problems and in developing solutions to them. This involves professional improvement, counseling, and assistance with training for such problems as:
 - (a) recruitment and on-the-job training of personnel;
 - (b) supervision;
 - (c) county staff relationships and office management;
 - (d) program planning and appraisal;
 - (e) teaching methods;
 - (f) development of local leadership; and
 - (g) public relations.
3. Assist supervisors to develop and apply methods through which agents may evaluate: (a) the various objectives in their plans of work and their relative importance; (b) the efficiency of the various teaching methods used by agents and other methods which might be used; and (c) the use of agents time; in order that objectives established and methods used will result in the optimum contribution by agents to the general welfare of people of their counties.
4. Counsel with supervisors regarding methods of carrying out Extension's assignment in relation to other USDA programs.
5. Supply information about related educational programs of other public and private organizations that have implications for extension programs and activities.

III. RESPONSIBILITIES WITHIN U. S. DEPARTMENT OF AGRICULTURE AND WITH OTHER DEPARTMENTS OF FEDERAL GOVERNMENT.

Among the responsibilities of the Agricultural Programs Division is that of developing and maintaining effective working relationships within the Department of Agriculture and with other Federal departments. The closest relationships, of course, are developed by each Federal subject-matter leader with the USDA services, divisions, or branches which are most concerned with his work.

Members of the Division have the responsibility for keeping themselves currently informed and up-to-date in subject matter, extension methods, and the broad national problems and programs affecting agriculture.

Members of the Division serve on task forces and committees within FES dealing with major national problems such as those on farm and home development, program projection, rural development, clean grain, etc.

Leadership in the Department's Safety Program is assigned to the FES and to this Division.

Members work individually and in teams with other divisions within the FES as indicated below:

Division of 4-H and YMW Programs - Members of 4-H Club Program Development Committees (soil conservation, field crops, entomology, safety, automotive, livestock, poultry, horticulture, forestry, rural electrification, tractor and farm machinery).

Assist in preparing leaders manuals and other 4-H publications.

National 4-H Conference.

Division of Agricultural Economics Programs - Outlook Committees (poultry, livestock, cotton field crops, fruits, vegetables, etc.)

Farm management.

Consumer information.

Clean grain program.

Marketing commodity products.

Division of Home Economics Programs - Cooperation - National Home Demonstration Week.

Home Demonstration Idea Book.

Consumer information.

Household and flower insects.

Housing and household equipment.

Landscaping

Soil Conservation

Division of Information Programs - Cooperation, Extension Service Review.

Visual Aids

Radio and TV.

Publications.

Division of Extension Research and Training - 1. Helping select, and conferring with, 4-H Fellows. 2. Assisting with training foreign students. 3. Joint use of annual reports, analysis of survey data, etc. 4. Evaluation studies. Example: Survey of complete cotton farm demonstrations.

OUTSIDE FES BUT IN USDA

FES has been designated as the "educational arm" of the U. S. Department of Agriculture. Members of the Division assume the responsibility for discharging this assignment in a strictly objective manner or when opportunity permits. This also involves reporting the needs of the people to the appropriate agencies of the Department.

Information - ARS -- Special report series (ARS 22).
Popular publications cooperation.

Research and Marketing Advisory Committee Working Groups - ARS --

Livestock, grain, feed and forage, rice, forest, cotton, soils,
water and fertilizer, farm equipment, dwellings and buildings, poultry.

Dairy Herd Improvement. National Turkey Improvement Plan.
Certified Seed Program. Farm Building Plan Exchange.
National Poultry Improvement Plan.

Plant Pest Control Branch - ARS -- Control projects such as grasshopper,
soybean cyst nematode, Kaphfra beetle, striga, etc.
Pesticide Regulation Section.
Assistance with handbook of recommendations.

AMS Standardization and Marketing Branch --

Forest products marketing.
Vegetable acreage - marketing guides committee - AMS.

ACPS - Farm income and lime use charts.

Soil Bank.

Departmental Grass and Legume Seed Committee.

CSS, FS, ACPS, ARS, AMS, SCS, FES.

Committee on Plant Nomenclature.

ARS, OI, FS, AMS, SCS, FES.

Departmental Pesticide Advisory Committee.

Farmers Home Administration.

USDA Committee on Defense Mobilization.

WITH OTHER FEDERAL DEPARTMENTS.

Food and Drug Administration

Grain Sanitation

Pesticide Tolerances

Antibiotics and pesticides in milk

Public Health Service

Rural Sanitation Committee (septic tank manual)

Conference on medicated feed

Communicable Disease Center at Savannah, Georgia

Federal Housing Administration

Assistance with manual on water supply and rural sanitation

Federal Trade Commission

Fair Trade Practice Rules for Baby Chicks

Chemical stump removal

Department of Interior

Rodent and pestiferous bird control

Fish and Wild Life Service

Fishery Biology

Game bird subject matter

Informal Interdepartmental Committee on Halogeten

Interdepartmental Weed Committee

Production and marketing of charcoal

Department of Commerce

Small Business Administration

Civil Aeronautics Administration

Census

Lime and fertilizer use

Production and distribution of Christmas trees

Bureau of Public Roads

IV. RESPONSIBILITIES WITH REGIONAL AND NATIONAL ORGANIZATIONS OF AGRICULTURAL PRODUCERS.

Agricultural producers can most effectively promote their interests by organizing themselves for cooperative group action. Producer organizations provide the opportunity for farmer leadership to develop and express producer viewpoints. In line with Extension philosophy of assisting farm families in helping themselves, the Agricultural Programs Division has certain responsibilities and relationships within this area.

Echelons of Relationships

FES staff	- National and regional producer organizations.
State extension specialists	- State and district producer organizations.
County extension workers	- County and community producer organizations.

Responsibilities to National and Regional Organizations

1. Maintain friendly, cooperative and helpful attitude.
2. Make available to producer groups the best information in order that they may intelligently discuss and consider their problems and make wise decisions.
3. Serve as liaison between producer organizations, the USDA, and the Cooperative Extension Service. Clarify Extension responsibilities, objectives, and limitations on activities.
4. Assist in coordinating regional and national cooperative programs involving producer organizations and educational and/or research agencies.
5. Guard against becoming involved in partisan interests, politics and regulatory responsibilities.

Examples of Organizations with which FES Cooperates.

American Farm Bureau Federation
American National Cattlemen's Association
National Junior Vegetable Growers Association
International Crop Improvement Association
American Poultry & Hatchery Federation
Vegetable Growers Association of America
Forest Farmers Association Cooperative
Northwest Crop Improvement Association
National Association of Soil Conservation Districts
National Milk Producers Federation
National Swine Growers' Council
American Beef Cattle Performance Registry Association

V. RESPONSIBILITIES WITH REGIONAL AND NATIONAL ORGANIZATIONS AND INDUSTRIES CONCERNED WITH AGRICULTURAL PRODUCTION.

Since the U. S. Department of Agriculture conducts its extension work cooperatively with each State agricultural college, and many national or regional organizations desire to cooperate with specific aspects of State agricultural extension programs, it becomes a responsibility of the Federal Extension Service frequently to assist in adapting such cooperative effort to local farm practice and convenient State extension use.

Responsibility for providing such extension assistance depends on (1) the anticipated benefits for farm people, or for agricultural progress, or for USDA and college of agriculture services and programs, and (2) the requests for such assistance on the part of the cooperating organizations or the corresponding needs of the State Agricultural Extension Services.

Responsibilities with organizations of agricultural producers is reported under Item IV. The remaining organizations concerned with agricultural production fall conveniently into two classifications, namely, those with producers as part of their membership and those without any producer membership.

Organizations with agricultural producers as only a part of the membership are:

- National Cotton Council of America
- National Safety Council
- American Dairy Association
- National Dairy Council
- National Association of Soil Conservation Districts
- National Association of Rural Electric Cooperatives

In this type of organization the representatives of farmer membership have a voice in policy affecting their interests and therefore give guidance to the educational work relating to agricultural extension work.

Organizations without agricultural producer membership:

- Farm Equipment Institute
- National Retail Farm Equipment Dealers Association
- Portland Cement Association
- Sprinkler Irrigation Association
- Edison Electric Institute
- National Agricultural Chemicals Association
- National Pest Control Association
- National Grain Trade Council
- American Seed Trade Association
- Millers National Federation
- American Meat Institute
- Livestock Conservation, Inc.
- National Lumber Manufacturers Association
- American Wood Preservers Association

and many more national and regional organizations dealing principally with producers as suppliers of goods and services or in the marketing of agricultural products.

Many large industrial, transportation and marketing firms are also very active and reliable cooperators with extension work and request guidance from the Federal Extension Service in the adaptation of their services to cooperative extension use.

The examples listed herewith are only a minor fraction of the contacts maintained by specialists of the Agricultural Programs Division and are not exclusive of the mutual interest of other divisions of FES.

The increasing importance of this cooperative educational approach is indicated by the rapid industrialization of agriculture, the complexity of agricultural adjustments, the high efficiency required of farm labor, the lasting influence of large farm investments in field equipment, land preparation and buildings, and the modernization of farm living. Coordination and cooperation are important because the educational efforts of organizations such as listed above are direct and of such influence that they should receive more continuous guidance through their parent organizations in harmony with State and county extension leadership.

VI. RESPONSIBILITIES WITH PROFESSIONAL SCIENTIFIC SOCIETIES.

Members of the Division belong to 22 national scientific and professional societies. Four different staff members have been presidents of national societies. Membership, attendance, and participation in the programs and committee work of these societies strengthens the relationship between research and extension.

Many State subject matter specialists belong to one or more of these 22 scientific and professional societies.

What Responsibilities with These Societies:

- a. To develop relationships with professional groups that result in maximum benefits to Extension Service activities.
- b. To help develop programs which effectuate Extension resources.
- c. To bring to society members the needs of agriculture for scientific information, provide information useful to others and to get useful information for extension work.

How Responsibilities are discharged:

- a. Membership.
- b. Attendance at meetings.
- c. Taking part in committee work.
- d. Help, arrange and participate actively in programs.
- e. Provide subject matter for reports.
- f. Serve as officers and committee chairmen.
- g. Get acquainted with and work with scientific and industrial workers at meetings and individually.
- h. Assist with determination of Society policies.
- i. Prepare and present papers at Society meetings.
- j. Encourage participation of extension workers in Society activity.
- k. Transmit important information from Society activities to State Counterparts.
- l. Work with Extension sections of the Society on subject matter, materials and methods.
- m. Assist with development of technical standards.

General Comments:

- a. Provides for professional self-improvement.
- b. Liaison provides short cut for introduction of technical developments through the various industries.
- c. Exchange of technical and teaching information is a factor in improved inter-national relations.
- d. Although many specialists attend meetings of societies, probably more should.
- e. Competitive pressures for membership in National societies are not important.
- f. In general participation is an economic use of extension resources.

Agricultural Programs Staff are Members of the following Professional Scientific Societies and Associations:

American Association for the Advancement of Science
American Dairy Science Association
American Institute of Biological Sciences
*American Phytopathological Society
American Society for Horticultural Science
*American Society of Agricultural Engineers
American Society of Agronomy
American Society of Animal Production
American Society of Range Management
American Veterinary Medical Association
Conservation Education Association
Entomological Society of America
Entomological Society of Washington
Insecticide Society of Washington
National Research Council
*Poultry Science Association
Society of American Foresters
Soil Conservation Society of America
Soil Science Society of America
The American Farm Economic Association
Weed Society of America
World's Poultry Science Association

*Indicates President office has been held by a member of the staff.

